

JOB DESCRIPTION

April 2024

Title & Reporting Relationships

Position Title:	Manager Climate Action and Connected Communities, Kaiwhakahaere Panoni Āhuarangi me te Tūhono Hapori, Customer and Community Group.
Grade:	SP 21
Reports to:	Group Manager Customer and Community
Direct Reports:	3 FTEs, 1FTC
Delegated Authority	<p>Financial: This position holds a financial delegation of \$25,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council’s procurement policy.</p> <p>Human Resources: This position holds a delegation at Level C. A copy of the HR Delegations is attached.</p>
Purpose of the Group and the Position:	<p>The Customer and Community Group, comprises: Communication engagement and events, Climate Action and Connected Communities, Aquatics facilities, Libraries, Parks, Open Space and Environment, Creativity and Culture.</p> <p>The Customer and Community group is responsible for a significant portion of Council’s customer interactions, every day as people choose to use our facilities, services and programmes at swimming pools, libraries, museums, halls, parks, sports fields, ecological reserves, and events. This group connects communities to the services we deliver in supporting the everyday lives of residents and visitors to the district.</p> <p>Within this Group the Manager Climate Action and Connected Communities leads a team dedicated to the two work programmes of climate action and connected communities. This role will ensure:</p> <p>Delivery of climate change responsibilities, building on the leading role the Council has played in Climate Change actions. Managing the team as it continues to build innovative solutions for mitigation, adaptation, resilience and transition.</p> <p>Development and implementation of approaches to advocate for Kāpiti Coast’s vulnerable voices, and</p>

development of mechanisms to provide equity in the Kāpiti Coast communities. As a community connector, this role will build trust, capacity and support in the community sector to deliver targeted and sustainable wellbeing outcomes.

Indirect Reports: 4FTEs

Internal Customers: This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

- Group Manager
- Customer and Community Group staff and managers
- Principal Advisor, Customer and Community
- Staff from other Council teams

External Customers:

- Iwi, mana whenua partners, and hapu groups and representatives
- Social and community sector groups
- Councillors
- Portfolio holder Climate Action
- Portfolio holder Social Sustainability
- Climate Think Tank
- Council Advisory Boards
- Community Boards
- Staff in other local authorities and government and non-government agencies
- Te Whakaminenga o Kāpiti
- Residents and ratepayers
- Elected members of the Regional Climate Change Forum
- Regional Climate Change Officers Group & WRGF group
- National Climate Change officers' group

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

Connected Communities

- Ensure approaches are developed that will support Council's strategic work programme and district priorities
- Partner with Community Boards and community groups and connect them to the relevant parts of the organisation where necessary to ensure community projects are appropriately budgeted and resourced for
- Work with Council managers to promote equity in policy and projects
- Ensure advisory groups are thriving and contributing advice to Council's work programmes
- Ensure projects are delivered on time, within budget with robust metrics to assess progress and effectiveness of implementation
- Promote community networking and communication

Climate Action

The Manager Climate Action and Connected Communities, will be responsible for embedding cross-council climate change mitigation and adaptation through developing strategies, providing support and coordination to managers and staff that have responsibilities for services that contribute to Council's carbon emissions or manage activities that are impacted by a changing climate, all asset and capital delivery managers, land use planning teams, strategic planning team, economic development, procurement, finance and risk teams.

This will include, but is not limited to:

- Lead development and implementation on behalf of Council of Regional Climate Change projects as part of the Wellington Regional Growth Framework.
- As part of all programs, explore the long term social, economic, cultural, and environmental impacts of climate change and consider strategies to address both impacts and opportunities.
- Consider climate change risks and climate change reporting requirements under the latest climate legislation and provide advice to SLT, Finance and Risks teams.
- Develop and implement strategies to manage Climate Change risk as part of Council's risk reporting framework.
- Work with procurement staff to ensure that environmental outcomes are embedded in Council's procurement strategy and frameworks and delivering upskilling for managers (in collaboration with the PMO).
- Deliver regular updates on Climate Change and Council's actions to elected members through briefings and formal reporting.
- Build and maintain relationships with external local climate action groups.

Personal Key Results

- Demonstrate commitment to Council's organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

Our managers are expected to be champions for health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge, and Experience

- A relevant tertiary qualification is desirable; however consideration may be given to a combination of practical climate change, planning, social sector and contract management experience.
- Experience in a similar role within the local government environment would be advantageous.
- 10+ years demonstrated relevant experience covering project and/or contract management, understanding of sustainable development principles, , contract and asset management, strategy development and delivery.
- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organisation.
- Demonstrated leadership experience, with the ability to motivate staff to achieve results and accept and embed change.
- Experience in reviewing and developing policies and strategies.
- Effective communicator who can write reports and make presentations to management and Council, which are concise, accurate and which can explain technical matters in a manner easily understood by non-specialist people.
- Demonstrated analytical skills which include problem solving, the ability to understand and to come to terms quickly with a very wide range of often complex material and the ability to identify relevant information and present it in an oral or written report, in a timely manner.
- Demonstrated ability to exercise tact, discretion, and political astuteness in relation to work undertaken and information required.
- Excellent interpersonal skills to develop and sustain successful and trusting relationships.
- Knowledge of te Ao Māori, te Tiriti o Waitangi and comfort with tikanga Māori.
- Demonstrated experience using Microsoft suite applications .
- Holder of a current and valid NZ Drivers' licence.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.

APPENDIX ONE - GENERIC ORGANISATIONAL COMPETENCIES

Leadership	<ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
Legislative Compliance	<ul style="list-style-type: none"> • Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).
Project Management	<ul style="list-style-type: none"> • Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders. • Ensure documentation is current, available as required and is prepared using Council standard templates/documentation. • Ensure Council processes and procedures are complied with.

Customer Service	<ul style="list-style-type: none"> • Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values. • Always maintain confidentiality.
Teamwork	<ul style="list-style-type: none"> • Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required. • Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises. • Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
Monitoring and Reporting	<ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain effective professional working relationship with all key stakeholders. • Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.
Information Management	<ul style="list-style-type: none"> • Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.